

# ***AGENDA***

## **FOX RUN GOLF ADVISORY BOARD**

**Thursday, March 16, 2017**

**Fox Run Golf Course Clubhouse – 12:00 P.M.**

### **I. ROUTINE BUSINESS**

- A. Roll Call. Jake Hoffner, Carll Kretsinger will be absent.
- B. Consideration of February minutes (attachment).
- C. Public Appearances.

### **II. OLD BUSINESS**

- A. None

### **III. NEW BUSINESS**

- A. Update on security cameras for cart sheds. Can trade-in current equipment for upgrade to eight camera system. Estimate for cost of installation of eight cameras 4 in clubhouse, 4 four cart sheds = approximately \$3,675. We have not researched costs of secure doors with access cards or codes.
- B. City Street Department installed a gate for the “C” cart shed. A dead-end sign will also be added to that driveway.
- C. Year-to-Date Financials from City Software. (attachment)
- D. Simulator operations update. Tom J.
- E. 2017 course events update. Tom J.
- F. Course conditions and projects. Rockie W.

### **IV. OTHER BUSINESS**

- A. Next Meeting date Thursday, April 20, 2017.

### **V. ADJOURN**

# ***MINUTES***

## **FOX RUN GOLF ADVISORY BOARD**

**Thursday, February 16, 2017  
Fox Run Golf Course Clubhouse – 12:00 P.M.**

### **Routine Business**

#### Roll Call:

Present: Terry Carda, Annette Kohoutek, and Warren Erickson.

Absent: Carll Kretsinger, Kim Auch, Jake Hoffner, and Steve Sager

Also present were Golf Operations Manager Tom Jeffers, Course Superintendent Rockie Wampol, Director of Parks and Recreation Todd Larson, City Manager Amy Nelson, and Parks Secretary Chasity McHenry

Public Appearances: Dennis Sundleaf and Jim Gevens

#### Minutes:

January 19, 2017 minutes approved. Carda motioned, Kohoutek second. Motion carried 3-0.

### **Old Business**

A. None.

### **New Business**

- A. Update on security cameras for cart sheds. City IT Department is working with security camera firm to add additional cameras to the current system. Have ability to have eight total cameras. May need to upgrade software for additional cameras for outside cart shed additions.
- B. “C” cart shed security. City Street Department plans to install bollards at the clubhouse curb cut to stop cars from driving across course to access road by Cart shed “C.” A gate and dead end sign for the “C” cart shed access drive will be added as spring weather allows.
- C. Great Life discussion. Press release is being prepared by Great Life and they will publish the press release in the Sioux Falls market along with direct communications with their members. March is the first month of the agreement. Working with Great Life to include the Summit Activities Center as a fitness affiliate. The board has heard there is some concerns that the course will get too crowded with Great Life members. There have also been questions about the debate of not purchasing a Fox Run Pass and instead purchasing a Great Life Golf & Fitness Pass. When a local press release is made in regards to Great Life, the course should explain the difference between the two entities passes and what accesses and costs they entail. The course clubhouse staff will work in 2017 to get more golf groups of 3 and 4 versus single and double groups as this will help in two ways 1) get more people on the golf course during busy times and 2) get the majority of people on the course playing at the same pace and not having singles and doubles trying to play through.
- D. 2016 Financials from City Software. Loss in 2016 will be approximately (\$199,676.95). The loss is not carried over from year-to-year. Pro-shop net revenue was down dramatically. Personnel expenses were increased greatly with three full-time employees

in clubhouse. In the 2016 report, billing and administration still appear in City financials. They are also in the report for 2015, so both budgets are comparing the same expenses. In 2017, there will be less full-time personnel expenses as the clubhouse will only have two full-time employees. In reviewing financials from years past, clothing seemed to do well in the clubhouse, so Tom will order more clothing to sell for 2017. Tom also hopes the loyalty member program will help boost food & beverage and pro-shop sales as loyalty members receive a discount. Tom is working with accounts receivable and making sure all season pass fees, trail fees, cart storage fees, and other fees are all charged at one time and then traced in the computer system to make sure all payments are collected for the fees. In the past, the amounts to collect were not put into the computer so things were not tracked as accurately as they should have been.

- E. 2017 programming updates, simulator operations update. Patched simulator screen twice this year. May have to have a new screen made locally. Having a bit of trouble with the software for the simulator as it has been erasing data during league play. Tom distributed a course financials document for Jan. 1 through February 15. There have been some positive increases in concessions and pro-shop sales as compared to 2015. 2017 pass sales have been slow to this point in the year as the weather has not been conducive to outdoor golf and there was no “discount” day to get the 2017 pass for the 2016 rates. Those signing up to be Loyalty Members will get the 2017 pass at the 2016 rate. Tom is also working to find a way to track GreatLife golfers spending in the pro-shop and in concessions so we have some data to know if the affiliate agreement was beneficial to operations. Tom is also working to find ways to get more use on the simulator during slow times (morning pass for simulator play, high school pass).
- F. Course event calendar for 2017. League meetings at the end of March. Fox Run is working to create a golf event for the month of March. April- planning on having an Easter egg hunt for Easter event, high school tournaments, leagues begin week of April 17. Couples league will start in May and looking at making improvements to Couples League. Event on Mother’s Day will allow mothers to golf for free. Lots of events scheduled for the course all the way through September. Going to have a dad/child event on Father’s Day.
- G. Course conditions and projects. Trimming of trees in on-going. Hole #10 needs a replacement plan for the old cottonwoods at the bottom of the swale. As the weather warms up, walkers-golf-only to start. The frost needs to get out and then allow the top layer of turf to firm up some before allowing carts. The biggest concern with early spring golf is divots on the green that damage the turf and then the turf freezes and it kills the grass.

### **Other Business**

- A. Next Meeting Date – Thursday, March 16, 2017

### **Meeting Adjourned**

- A. Kohoutek motioned, Carda second. Motion carried 3-0.

03/10/17

Fox Run Golf Course  
Statement of Revenues & Expenses

	01Feb2017 28Feb2017	01Feb2016 29Feb2016	01Jan2017 28Feb2017	01Jan2016 29Feb2016	Legal Budget
Direct Revenues:					
Concessions	2,281.68	552.40	4,595.73	1,239.01	155,880.00
Pro Shop	1,906.35	1,174.26	4,052.49	2,049.95	57,800.00
Course	51,050.25	58,758.95	64,996.47	83,479.19	469,500.00
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Total Direct Revenues	55,238.28	60,485.61	73,644.69	86,768.15	683,180.00
Direct Expenses:					
Concessions	500.70	84.48	501.64	98.99	68,600.00
Pro Shop	2,579.49	5,876.07	2,579.49	5,876.07	38,000.00
Course					37,300.00
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Total Direct Expenses	3,080.19	5,960.55	3,081.13	5,975.06	143,900.00
Add Beginning Inventory					
Less Ending Inventory					
Net Direct Income (Loss)					
Indirect Revenues -	(.15)	.10	(.15)	.10	600.00
Indirect Expenses:					
Personal Services	19,531.33	20,648.33	48,234.72	48,997.35	458,507.00
Insurance		867.36		867.36	6,405.00
Professional Services	690.16	488.21	690.16	763.21	22,400.00
Advertising	369.84	25.20	369.84	25.20	8,500.00
Repair & Maintenance	2,800.95	3,195.92	3,142.23	3,336.42	52,500.00
Supplies & Materials	247.94	159.56	287.09	159.56	60,250.00
Travel, Conference & Dues	285.00	255.00	285.00	255.00	3,650.00
Utilities	1,689.45	1,542.73	1,946.21	1,734.30	35,900.00
Billing and Administration					
Depreciation	4,218.78	5,128.69	8,437.56	10,257.38	55,745.00
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Total Indirect Expenses	29,833.45	32,311.00	63,392.81	66,395.78	703,857.00
Net Operating Income	22,324.49	22,214.16	7,170.60	14,397.41	(163,977.00)
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Capital Outlay		10,200.00		10,200.00	77,000.00
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03/10/17

Fox Run Golf Course  
Statement of Revenues

1

	01Feb2017 28Feb2017	01Feb2016 29Feb2016	01Jan2017 28Feb2017	01Jan2016 29Feb2016	Legal Budget
<b>Concessions</b>					
CASH Long	18.04	22.24	26.62	29.26	1,000.00
PREPARED FOOD	630.98	2.57	1,638.64	19.85	34,180.00
PRE-PACKAGED FOOD	100.81	10.74	137.66	67.45	10,700.00
BEER	1,197.95	424.09	2,286.98	930.50	85,000.00
BOTTLED POP	333.90	92.76	505.83	191.95	25,000.00
MISCELLANEOUS CONCESSIONS					
<b>Total Concessions</b>	<b>2,281.68</b>	<b>552.40</b>	<b>4,595.73</b>	<b>1,239.01</b>	<b>155,880.00</b>
<b>Pro Shop</b>					
GOLF BALLS	121.59	12.99	175.50	170.82	14,000.00
GLOVES	74.18	29.00	114.17	108.98	2,000.00
GOLF CAPS/VISORS	16.69	22.39	28.69	32.13	1,800.00
MERCHANDISE	415.67	16.99	418.13	56.98	12,500.00
MERCHANDISE NON-TAX					500.00
GOLF EQUIPMENT	944.52	876.28	2,532.81	1,216.25	12,500.00
MISCELLANEOUS MERCHANDISE					
CLUB REPAIRS	333.70	216.61	783.19	464.79	11,000.00
LESSONS					3,500.00
<b>Total Pro Shop</b>	<b>1,906.35</b>	<b>1,174.26</b>	<b>4,052.49</b>	<b>2,049.95</b>	<b>57,800.00</b>
<b>Course</b>					
SIMULATOR	1,963.54	2,188.23	4,134.16	4,162.97	6,000.00
SIMULATOR NON-TAXABLE					1,200.00
SEASON PASS	34,417.31	35,657.36	42,070.35	51,171.50	164,000.00
SEASON PASS NON-TAX					3,500.00
GREEN FEES-WEEKENDS/HOLIDAYS	100.46		100.46		45,000.00
GRREN FEES NON-TAX					6,500.00
GREEN FEES - WEEKDAYS	327.39		327.39	722.05	80,000.00
GOLF CAR RENTAL	3,819.19	2,841.13	4,302.91	2,841.13	65,000.00
GOLF CAR STORAGE (NON-TAX)	3,563.45	9,312.87	5,112.77	12,166.60	21,600.00
TRAIL FEES	4,213.68	7,652.81	5,703.99	10,078.13	29,000.00
PULL CART RENTAL					300.00
GOLF CLUB RENTAL					800.00
DRIVING RANGE	1,401.32	92.18	1,493.06	92.18	18,000.00
DRIVING RANGE NON-TAX					800.00
HANDICAPING	1,243.91	1,014.37	1,751.38	1,344.63	8,500.00
LEAGUES					
JUNIOR GOLF PROGRAM					4,000.00
GOLF CART WRAPS				900.00	15,300.00
LEAGUE SOFTWARE ADS					
<b>Total Course</b>	<b>51,050.25</b>	<b>58,758.95</b>	<b>64,996.47</b>	<b>83,479.19</b>	<b>469,500.00</b>
<b>Total Direct Revenues</b>	<b>55,238.28</b>	<b>60,485.61</b>	<b>73,644.69</b>	<b>86,768.15</b>	<b>683,180.00</b>

03/10/17

Fox Run Golf Course  
Statement of Expenditures

1

	01Feb2017 28Feb2017	01Feb2016 29Feb2016	01Jan2016 28Feb2017	01Jan2016 29Feb2016	Legal Budget
<b>Concessions</b>					
CASH SHORT	.91	21.85	2,561.38	36.36	2,500.00
PREPARED FOODS	436.19	8.48	19,281.47	8.48	26,000.00
CANDY			2,977.40		4,000.00
BEER	63.60	24.85	27,040.87	24.85	27,000.00
POP		29.30	8,235.62	29.30	9,000.00
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Total Concessions	500.70	84.48	61,514.91	98.99	68,600.00
<b>Pro Shop</b>					
GOLF BALLS		4,380.09	29,609.35	4,380.09	10,000.00
GLOVES			3,629.72		1,000.00
GOLF CAPS/VISORS		50.41	2,491.96	50.41	1,000.00
MERCHANDISE	402.50	32.44	18,014.35	32.44	10,000.00
GOLF EQUIPMENT	1,599.60	1,227.18	31,811.21	1,227.18	10,000.00
TRADE IN GOLF EQUIPMENT					
CLUB REPAIRS	577.39	185.95	5,461.52	185.95	6,000.00
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Total Pro Shop	2,579.49	5,876.07	91,067.60	5,876.07	38,000.00
<b>Course</b>					
GOLF CAR RENTAL			25,305.81		26,000.00
REIMBURSEMENT-GOLF SHED RENTAL			430.00		
PULL CART RENTAL					
DRIVING RANGE			3,276.00		2,500.00
HANDICAPING			7,080.00		7,800.00
JUNIOR GOLF PROGRAM			500.00		1,000.00
GOLF CART WRAPS					
LEAGUE SOFTWARE ADS					
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Total Course			36,591.81		37,300.00
Total Direct Expenditures	3,080.19	5,960.55	189,174.32	5,975.06	143,900.00
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